

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

353

PAGE
NO.

1. ✓

1. Requesting Agency

DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

Certification and Accreditation

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>SURPLUS PROPERTY FILES</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1947-1954 Quantity: 17 drawers or transfiles (31 cubic feet) File Arrangement: By type of record Annual Accumulation: Discontinued Disposable Amount: 31 cubic feet</p> <p>This file relates to the procurement of Federal surplus property and its distribution to schools throughout the State. The Surplus Operating Manual of the Federal Government (Surplus Property Utilization Division, Department of Health, Education and Welfare) requires that State records be maintained for a minimum of five years. The Federal Surplus Property Act currently in effect gave title to all property distributed before the date of the act (July 3, 1955) to the holding school and established new restrictions for property distributed after this date. New restrictions give title to holding schools at the end of one year for all property with a value less than \$2500.00. For property above \$2500.00 valuation the title does not pass until four years have elapsed. The Department of Education's responsibility for the surplus property program ceased in November, 1954 when the Maryland State Agency for Surplus Property (College Park) took it over. The Surplus Property Files maintained by the Department contain the following types of records:</p>	

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

State Superintendent of Schools 4/29/1959

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

6/2/1959
DateMaurice S. Quill
ArchivistJUN 9 1959
DateLudwig H. H. H.
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)SCHEDULE
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2.

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Item
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5. Description of Records

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6. Recommendation of Hall of Records and Board of Public Works.

Surplus Property Fund fiscal records

Surplus Property case files - for each piece of property or groups of property. Contain inventories, correspondence, shipment records, requests for property

Registers, correspondence, checks, receipts, reports, notices, regulations

None of the records listed above are needed by the Maryland State Agency for Surplus Property since the title to all property covered by the records has passed to the using schools.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

JUN 9 1959

Andrew H. H. J.
SECRETARY